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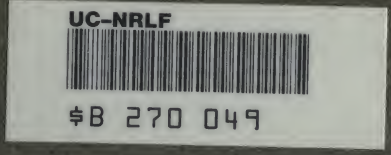

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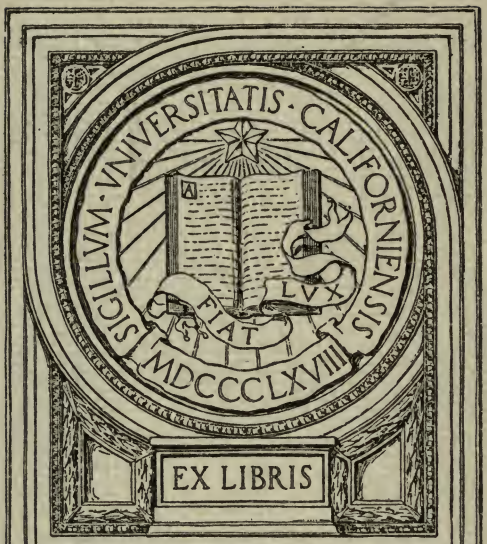
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STUDY OUTLINE SERIES

MUNICIPAL CIVICS

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Many clubs are convinced of the advantage of studying one subject thruout the season, and for this work a carefully prepared program is needed. Local or state committees and state library commissions have spent time in preparing outlines which would be suitable for use elsewhere if they could be made available by printing. It is proposed in this series to centralize such work and to conserve the effort spent in making a good outline by putting it in shape for distribution. The outlines in this edition are printed as originally prepared and they are *experimental* rather than typical. Clubs themselves by an actual testing of the outlines will be able to offer suggestion and criticism which will lead to a revision of form.

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The series will include outlines on art, literature, travel, biography, history and present day questions.

The outlines vary in length. If more topics are given than the number of club meetings for the season, those topics that are more difficult to handle or on which there is less available material, may be dropped. If there are fewer topics than the scheduled meetings, certain topics may be divided.

Lists of books are appended to some of the outlines. It would be well for the club to own some of the recommended books. Others can be obtained either from the local public library or from the state traveling library. When very full lists are given it is not necessary for any club to use all the books, but the longer list leaves more room for choice.

The best material on some subjects may be found, not in books, but in magazines. These may be looked up under the subject in the *Readers' Guide to Periodical Literature.* Magazine articles and illustrated material may be obtained from the *Wilson Package Library.* For terms see fourth page of cover.

A partial list of the study outlines now in print will be found on page three of this cover. For latest additions to the list write to publisher.

MUNICIPAL CIVICS

A STUDY OUTLINE

To help make the city a better
place to live in is true patriotism

PREPARED BY
ANNA LORRAINE GUTHRIE

UNIV. OF
CALIFORNIA

THE H. W. WILSON COMPANY
WHITE PLAINS, N. Y., AND NEW YORK CITY
1915

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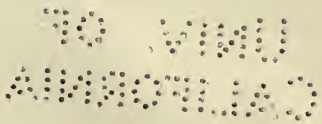
This outline is designed as an aid to a general understanding of city problems and conditions. Some topics such as education have not been touched upon because they are subjects of such importance as to require a separate outline.

The bibliography given is not exhaustive, but is sufficient for a general presentation of each subject. The books cited are good authorities well worthy of purchase by small libraries. If the privileges of a large library are available, investigation of the subjects may be carried as much farther as desired, the references given forming a starting point for the work.

In the bibliography from periodicals, selections have been made as far as possible from periodicals likely to be found in small libraries, and the general side of a question has been given more prominence than either the affirmative or the negative side.



STUDY OUTLINE

ON

MUNICIPAL CIVICS

I

Growth of Cities; Municipal Government

1. Growth of cities: causes and results.

   Beard. American city government. p. 3-30.
   Goodnow. City govt. in the U. S. p. 3-21.
   Goodnow. Municipal government. p. 3-44.
   Howe. City the hope of democracy. p. 9-42.
   Howe. Modern city. p. 1-49.
   Munro. Govt. of American cities. p. 29-52.
   Rowe. Problems of city govt. p. 1-43, 62-95.
   Columbia College Studies in History, Economics and Public Law. 11: 1-495. '99. Growth of cities in the 19th century. Adna F. Weber.
   Harper's Magazine. 130: 769-75. Apr. '15. Brand of the city. Walter E. Weyl.
   Scribner's Magazine. 52: 623-33. Nov. '12. City and civilization. Brand Whitlock.

2. Political development of cities.

   Goodnow. City govt. in the U. S. p. 22-68.
   Goodnow. Municipal government. p. 63-113.
   Howe. Modern city. p. 50-65.
   Munro. Govt. of American cities. p. 1-28.
   Nat. Munic. League. Municipal program. p. 1-35.
   Pollock and Morgan. Modern cities. p. 166-81.
   Rowe. Problems of city govt. p. 44-61, 94-114.
   Municipal Affairs. 2: 587-608. Dec. '98. Historic city.

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Popular Science Monthly. 58:60-68. Nov. '00. Municipal government now and a hundred years ago. Clinton R. Woodruff.

3. State control over cities and municipal home rule.

Beard. American city government. p. 31-51.
Goodnow. City govt. in the U. S. p. 22-42, 69-78, 89-102.
Goodnow. Municipal government. p. 114-36.
Howe. City the hope of democracy. p. 158-76.
Howe. European cities. p. 252-63.
Howe. Modern city. p. 66-85.
Munro. Govt. of American cities. p. 53-79.
Nat. Munic. League. Municipal program. p. 36-58.
Pollock and Morgan. Modern cities. p. 194-215.
Rowe. Problems of city govt. p. 115-40.

American City. 4:9-13. Jan. '11. Home rule for cities. J. Barry Mahool.
Political Science Quarterly. 21:77-90. Mar. '06. Municipal home rule. Frank J. Goodnow.
Popular Science Monthly. 85:392-96. Oct. '14. Home rule the hope of democracy. Oswald Ryan.

4. Suffrage.

Beard. American city government. p. 52-56.
Goodnow. City govt. in the U. S. p. 109-13.
Goodnow. Municipal government. p. 137-46.
Munro. Govt. of American cities. p. 102-24.

North American Review. 177:837-46. Dec. '03. Citizenship and suffrage. William L. Scruggs.

II

Municipal Government (*Continued*)

1. Nominations (general topic).

Munro. Govt. of American cities. p. 125-29.

American Historical Review. 5:253-83. Jan. '00. Rise and fall of the nominating caucus. Moisel Ostrogorski.
Outlook. 91:370-72. Feb. 20, '09. Nominations by convention.

Review of Reviews. 41 : 597-99. May, '10. Doom of the old machine convention. Robert S. Binkerd.

2. Primaries.

Beard. American city government. p. 58-64.
Fanning. Selected articles on direct primaries.
Goodnow. Municipal government. p. 158-60.
Munro. Govt. of American cities. p. 129-36.

Arena. 41 : 550-56. Aug. '09. Direct primaries versus boss rule. Isaac M. Brickner.

Forum. 33 : 92-102. Mar. '02. Primary election movement. Albert Watkins.

Outlook. 84 : 120-25. Sept. 15, '06. Trend toward a pure democracy. Philip L. Allen.

3. Nominations by petition.

Beard. American city government. p. 62-64.
Goodnow. City govt. in the U. S. p. 122-26.
Goodnow. Municipal government. p. 156-58.
Munro. Govt. of American cities. p. 136-38.

Forum. 50 : 48-58. July, '13. Failure of the primary, direct or otherwise; an appeal for direct elections. Joseph D. Miller.

Review of Reviews. 48 : 596-99. Nov. '13. Direct primary and the preferential method. Karl A. Bickel.

4. Elections and the ballot.

Beard. American city government. p. 56-57.
Goodnow. City govt. in the U. S. p. 113-18.
James. Applied city government. p. 8-25.
Munro. Govt. of American cities. p. 139-52.

American City. 9 : 295*-97. Oct. '13. City elections on city issues.

Outlook. 84 : 124-25. Sept. 15, '06. Trend toward a pure democracy. Philip L. Allen.

Outlook. 89 : 371-75. June 20, '08. Muddling the issues in city elections. H. J. Haskell.

III

Municipal Government (*Continued*)

1. Political parties: partisan versus non-partisan politics.

   Goodnow. City govt. in the U. S. p. 79-88, 103-8.
   Howe. City the hope of democracy. p. 92-112.
   Munro. Govt. of American cities. p. 153-79.
   Nat. Munic. league. Municipal program. p. 129-45.
   American City. 6:707. May, '12. Municipal politics. R. Bowman.
   Annals Amer. Acad. 27:400-15. Mar. '06.
   Outlook. 77:108-11. May 14, '04. Partisanship and municipal reform.
   Outlook. 105:380-1. Oct. 18, '13. Casting off the national yoke in New York. Louis L. Pink.

2. Referendum and initiative.

   Beard. American city government. p. 64-68.
   Goodnow. Municipal government. p. 150-55.
   James. Applied city government. p. 30-38.
   Munro. Govt. of American cities. p. 321-50.
   Munro. Initiative, referendum and recall.
   Oberholtzer. Referendum in America.
   Phelps. Sel. art. on the initiative and referendum.
   Wilcox. Government by all the people.
   Annals Amer. Acad. 43:1-215. Sept. '12. Initiative, referendum and recall.
   Arena. 28:464-70. Nov. '02. Direct legislation. Eltweed Pomeroy.
   Arena. 34:234-40. Sept. '05. Direct popular legislation: the chief objections examined. Charles S. Lobinger.
   Atlantic Monthly. 73:517-26. Apr. '94. Referendum in Switzerland and in America. Abbott Lawrence Lowell.
   Chautauquan. 65:101-6. Dec. '11. Latest in government. Arthur E. Bestor.

3. Recall.

   Beard. American city government. p. 68-75.
   James. Applied city government. p. 26-30.
   Munro. Govt. of American cities. p. 350-56.
   Phelps. Selected articles on the recall.

Annals Amer. Acad. 43: 216-26. Sept. '12. Recall —its provisions and significance. H. S. Gilbertson.

Annals Amer. Acad. 43: 227-36. Sept. '12. Working of the recall in Seattle. Fred W. Catlett.

Independent. 74: 160-1. Jan. 16, '13. Recall in action.

North American Review. 198: 145-60. Aug. '13. Direct rule of the people. George Kennan.

IV

Municipal Government (*Continued*)

1. Municipal government (general topic).

Howe. European cities. p. 219-42, 293-308.

Howe. Modern city. p. 86-148.

James. Applied city government. p. 39-53.

Nat. Munic. League. Municipal program. p. 1-35.

Rowe. Problems of city government. p. 167-207.

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Century. 80: 663-6. Sept. '10. Problem of efficient city government. William J. Gaynor.

Outlook. 101: 946-53. Aug. 24, '12. Rule of the expert. Frederic C. Howe.

Scribner's Magazine. 49: 485-92. Apr. '11. German and American city. Frederic C. Howe.

2. City council.

Beard. American city government. p. 88-92.

Goodnow. City govt. in the U. S. p. 137-75.

Goodnow. Municipal government. p. 165-208.

Munro. Govt. of American cities. p. 180-206.

Nat. Munic. League. Municipal program. p. 74-87.

Annals Amer. Acad. 27: 134-39. Jan. '06. Problems of city government. John A. Fairlie.

Political Science Quarterly. 15: 426-51, 675-709. Sept., Dec. '00. Council government versus mayor government. Edward D. Durand.

3. Mayor.

Beard. American city government. p. 97-102.

Goodnow. City govt. in the U. S. p. 65-68, 176-83.

Goodnow. Municipal government. p. 209-13.
Howe. City the hope of democracy. p. 177-86.
Munro. Govt. of American cities. p. 207-36.
Nat. Munic. League. Municipal program. 74-87.
American City. 4: 25-26. Jan. '11. Office of mayor.
Annals Amer. Acad. 27: 139-42. Jan. '06. Problems of city government. John A. Fairlie.
Nation. 94: 556-57. June 6, '12. Mayors, German and American.
Political Science Quarterly. 15: 426-51, 675-709. Sept., Dec. '00. Council government versus mayor government. Edward D. Durand.

4. Administrative departments: boards or commissioners; heads of departments; efficient administration.

Beard. American city government. p. 103-13.
Goodnow. City govt. in the U. S. p. 191-200.
Goodnow. Municipal government. p. 219-33.
Munro. Govt. of American cities. p. 237-64.
Annals Amer. Acad. 41: 1-367. May, '12. Efficiency in city government.

V

Municipal Government (*Continued*)

1. Officials and employees.

Beard. American city government. p. 109-28.
James. Applied city government. p. 54-79.
Munro. Govt. of American cities. p. 265-75.
Annals Amer. Acad. 41: 103-14. May, '12. Problem of securing efficiency in municipal labor. Benjamin F. Welton.
Review of Reviews. 47: 599-602. May, '13. Public administration—a new profession. H. S. Gilbertson.
Scientific Amer. Supp. 79: 118-19. Feb. 20, '15. Training for municipal service. Clyde L. King.

2. Civil service.

Beard. American city government. p. 109-18.

Goodnow. City govt. in the U. S. p. 183-91.
Munro. Govt. of American cities. p. 275-93.
Pollock and Morgan. Modern cities. p. 216-24.

American City. 7: 214-18. Sept. '12. Need for an adequate civil service law. Elliot H. Goodwin.

Annals Amer. Acad. 38: 808-15. Nov. '11. Civil service provisions in commission charters. Elliot H. Goodwin.

Outlook. 76: 938-41. Apr. 16, '04. Civil service in American cities. Charles D. Willard.

World To-day. 20: 227-32. Mar. '11. Efficiency in city government: civil service in Chicago. Robert Catherwood.

3. Commission government.

Beard. American city government. p. 92-97.
Bradford. Commission govt. in Amer. cities.
Bruère. New city government.
Commission govt. and the city-manager plan.
Howe. Modern city. p. 104-14.
Munro. Govt. of American cities. p. 294-320.
Pollock and Morgan. Modern cities. p. 181-93.
Robbins. Sel. art. on the commission plan of municipal government.

Annals Amer. Acad. 38: 673-943. Nov. '11. Commission government in American cities. (This was revised and published in 1914 with title Commission government and the city-manager plan. See list of books above.)

Everybody's. 22: 435-47. Apr. '10. Sanity and democracy for American cities. Charles E. Russell.

McClure's. 35: 97-108. May, '10. New American city government. George K. Turner.

Review of Reviews. 45: 82-85. Jan. '12. Short ballot in American cities. H. S. Gilbertson.

Technical World. 17: 137-44. Apr. '12. Two hundred cities in revolt. Henry M. Hyde.

World's Work. 14: 9419-26. Oct. '07. City government by fewer men. Charles W. Eliot.

World's Work. 28: 293-98. July, '14. Trenton's three years of simple government. Arno Dosch.

4. City manager plan.

Commission govt. and the city-manager plan. p. 171-217.

American City. 10: 37-40. Jan. '14. Commission form versus city manager plan. Ernest S. Bradford and H. S. Gilbertson.

American City. 11: 11-13. July, '14. City manager plan—the application of business methods to municipal government. Henry M. Waite.

National Municipal Review. 3: 44-48. Jan. '14. Coming of the city manager plan.

Review of Reviews. 49: 714-17. June, '14. How Dayton's city manager plan is working. L. D. Upson.

Technical World. 21: 13-19. Mar. '14. Democracy chooses an autocrat. William W. Renwick.

World's Work. 23: 220-28. Dec. '11. City with a general manager: the Staunton plan. Henry Oyen.

VI

Municipal Government (*Continued*)

1. Finance: sources of income, budget, expenditures.

Beard. American city government. p. 129-57.

Goodnow. City govt. in the U. S. p. 286-301.

Goodnow. Municipal government. p. 361-76.

Howe. City the hope of democracy. p. 262-79.

Howe. European cities. p. 208-18.

Howe. Modern city. p. 322-66.

James. Applied city government. p. 80-87.

American City. 7: 208-11. Sept. '12. Controlling the purse strings of our cities. Herbert R. Sands.

Annals Amer. Acad. 28: 155-72. July, '06. Taxation in American cities; symposium.

Annals Amer. Acad. 38: 798-807. Nov. '11. Budget provisions in commission governed cities. Le Grand Powers.

Annals Amer. Acad. 41: 138-50. May, '12. Efficiency in budget making. Herbert R. Sands and Fred W. Linders.

Outlook. 82: 271-73. Feb. 3, '06. Ignorance of "good" citizens. J. Horace McFarland.
Outlook. 92: 1048-59. Aug. 28, '09. Budget and the citizen. Mary B. Sayles.

2. Public service corporations.

Beard. American city government. p. 190-217.
Howe. City the hope of democracy. p. 61-91.
Howe. Modern city. p. 149-64.
Nat. Munic. League. Municipal program. p. 120-28.
Pollock and Morgan. Modern cities. p. 225-44.
Rowe. Problems of city govt. p. 208-70.

Annals Amer. Acad. 31: 535-706. May, '08. Control of municipal public service.
Annals Amer. Acad. 53: 1-306. May, '14. State regulation of public utilities.
Annals Amer. Acad. 57: 1-357. Jan. '15. Public policies as to municipal utilities.
Atlantic Monthly. 111: 307-19. Mar. '13. Public utilities and public policy. Theodore N. Vail.
North American Review. 193: 708-20. May, '11. Politics of American business. Sydney Brooks.

3. Municipal ownership.

Beard. American city government. p. 218-41.
Goodnow. Municipal government. p. 343-60.
Howe. City the hope of democracy. p. 113-57.
Howe. European cities.
Howe. Modern city. p. 165-93.
Morgan and Bullock. Sel. art. on munic. ownership.
Pollock and Morgan. Modern cities. p. 244-48.
Rowe. Problems of city govt. p. 271-349.

Annals Amer. Acad. 57: 1-357. Jan. '15. Public policies as to municipal utilities.
Atlantic Monthly. 107: 433-40. Apr. '11. Tendency of municipal government in the United States. George B. McClellan.
Chautauquan. 62: 19-32. Mar. '11. Municipal ownership in England. Percy Alden.
Chautauquan. 62: 103-10. Mar. '11. Municipal ownership in the United States. Charles Zueblin.
North American Review. 182: 701-8. May, '06.

Municipal ownership of public utilities. George S. Brown.

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Outlook. 82: 504-11. Mar. 3, '06. Principles of municipal ownership. Robert Donald.

Outlook. 86: 49-51. May 11, '07. Problems of municipal ownership.

World To-day. 12: 621-25. June '07. Municipal ownership of public utilities. John W. Hill.

VII

Civic and Commercial Organizations and Municipal Improvement

1. Civic organizations, committees and associations and civic betterment.

Beard. American city government. p. 76-79.

Goodnow. City. govt. in the U. S. p. 132-36.

Goodnow. Municipal government. p. 161-64.

Munro. Govt. of American cities. p. 358-85.

American City. 5: 274-79. Nov. '11. Relation of civic and commercial organizations to municipal government. Mayo Fesler.

American City. 8: 38-41. Jan. '13. How to organize for civic work. Richard B. Watrous.

Annals Amer. Acad. 27: 400-15. Mar. '06. Civic organizations and municipal parties; symposium.

Charities. 17: 201-60. Nov. 3, '06. Civic organization.

Survey. 25: 754-59. Feb. 4, '11. Coalition of Pittsburgh's civic forces. Allen T. Burns.

World To-day. 17: 875-76. Aug. '09. Organized citizenship fighting for a better city. Don E. Mowry.

2. Commercial organizations and city promotion.

American City. 4: 119-20. Mar. '11. Town promotion and city planning. Elmer S. Batterson.

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American City. 5: 201-4. Oct. 11. Increasing the effectiveness of commercial organizations. Lucius E. Wilson.

American City. 8: 397-98. Apr. '13. Practical program of a village commercial club. Fred M. Hansen.

Charities. 17: 217-22. Nov. 3, '06. Commercial organizations and civic work. Mayo Fesler.

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Putnam's Magazine. 7: 673-80. Mar. '10. Awakening of the cities: era of civic advertising and the chamber of commerce. Hugh C. Weir.

World's Work. 27: 354-55. Jan. '14. Commercial club in a growing town—Dallas, Texas.

3. Municipal improvement

Robinson. Improvement of towns and cities.

American City. 5: 29-33. July '11. Strategy of city and village improvement. George E. Hooker.

American City. 6: 733-36. May '12. Improvement of a country town. John Nolen.

American City. 6: 845-46. June '12. What is being done? What remains to be done? Who should do it? Clinton R. Woodruff.

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Atlantic Monthly. 95: 798-803. June '05. Village improvement. Frederic L. Olmsted.

Craftsman. 19: 149-53. Nov. '10. Civic improvement here and abroad. Frank C. Brown.

Harper's Bazar. 40: 268-70. Mar. '06. Village improvement societies. Caroline B. Burrell.

World's Work. 15: 9913-20. Feb. '08. What Germany can teach us. Robert H. Schauffler.

VIII

Municipal Art

1. Municipal art (general topic).

   Pollock and Morgan. Modern cities. p. 66-88.
   Robinson. Improv't of towns and cities. p. 253-94.
   Robinson. Modern civic art.

   Annals Amer. Acad. 40: 191-99. Mar. '12. Civic art and country life. Richard B. Watrous.
   Arena. 37: 16-30. Jan. '07. Municipal art in Springfield, Mass. George W. James.
   Century. 71: 697-705. Mar. '06. Art in the street. Sylvester Baxter.
   Craftsman. 9: 202-17. Nov. '05. Advance of civic art in Baltimore. Joseph Dennenberg.
   Craftsman. 9: 539-44. Jan. '06. Value of beauty as a municipal asset. Clinton R. Woodruff.

2. Municipal architecture.

   Robinson. Improv't of towns and cities. p. 186-215.
   Robinson. Modern civic art. p. 123-65.

   American City. 9: 404-11. Nov. '13. Esthetic treatment of city bridges. Henry G. Tyrrell.
   Chautauquan. 47: 74-80. June '07. Architecture and civic progress. Frederick M. Mann.
   World's Work. 9: 5859-68. Feb. '05. Beautifying the ugly things. Mary B. Hartt.
   World's Work. 15: 10022-26. Mar. '08. Economic forces for beauty. Rollin L. Hartt.

3. Municipal sculpture, fountains, etc.

   Pollock and Morgan. Modern cities. p. 84-96.
   Robinson. Improv't of towns and cities. p. 216-36.
   Robinson. Modern civic art. p. 166-83.

   American City. 5: 82-84. Aug. '11. Problems and achievements of the art commission. John Q. Adams.
   Architectural Record. 36: 447-55. Nov. '14. Public fountains of Nuremberg. John J. Klaber.
   Century. 71: 702-5. Mar. '06. Art in the street. Sylvester Baxter.
   World To-Day. 18: 186-96. Feb. '10. City of fountains: Rome. Jean N. McIlwraith.

IX

City Planning

1. City planning (general topic).

Beard. American city government. p. 356-86.
Goodnow. Municipal government. p. 331-37.
Howe. City the hope of democracy. p. 239-48.
Howe. European cities. p. 86-110.
Howe. Modern city. p. 194-230.
National conference on city planning. Proceedings.
Nolen. Replanning small cities.
Pollock and Morgan. Modern cities. p. 15-40.
Robinson. Modern civic art.

Annals Amer. Acad. 51: 148-264. Jan. '14. Housing and town planning.
Atlantic Monthly. 101: 721-27. June '08. City planning in America. Clinton R. Woodruff.
Atlantic Monthly. 104: 72-85. July '09. German way of making better cities. Sylvester Baxter.
Harper's Magazine. 127: 186-97. July '13. Remaking the American city. Frederic C. Howe.
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Scribner's Magazine. 47: 601-14. May '10. City building in Germany. Frederic C. Howe.
Technical World. 21: 892-96. Aug. '14. Teach cities to plan. William A. Corey.
World's Work. 26: 82-99. May '13. Coming city. John S. Gregory.

2. Parks, boulevards and squares.

Beard. American city government. p. 349-55.
Howe. City the hope of democracy. p. 245-47.
Pollock and Morgan. Modern cities. p. 28-32, 97-109.
Robinson. Improv't of towns and cities. p. 152-78.
Robinson. Modern civic art. p. 287-354.

American City. 11: 384-86. Nov. '14. Parks and playgrounds: a program of development. Charles D. Lay.
Annals Amer. Acad. 25: 218-34. Mar. '05. Development of park systems in American cities. Andrew W. Crawford.

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Charities. 16: 411-26. July 7, '06. Normal requirements of American towns and cities in respect to public open spaces. Frederic L. Olmsted and John Nolen.

Chautauquan. 47: 31-41. June '07. Recent park improvement. Andrew W. Crawford.

Outlook. 96: 806-7. Dec. 10, '10. Parks as a commercial asset.

World's Work. 22: 14612-17. July '11. Beautification and business.

3. City planning in individual cities.

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